

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte, Philippines Phone: (053) 565-0600; Local: 1065

Email: ohra@vsu.edu.ph Website: <u>www.vsu.edu.ph</u>

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ALEX P. BAGARINAO

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.79	70%	3.35
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
		4.65		

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

Reviewed by:

4.65

4.65

Prepared by:

ALEX P. BAGARINAC

Name of Staff

MARIA ROBERTA S. MIRAFLOR

Office Head

Recommending Approval:

RYSA'N C. GUINOCOR

Director, Administrative Services

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Bagarinao of the Office of the Head of Records and Archives (OHRA) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2022.

ALEX P. BAGARINAO

Approved:

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives

OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES ODAS MFO 1: ISO aligned Personnel Records Development & Management Services OHRA MFO 1. Percentage implementation of leave benefits, compensation & other employee benefits Pl 1: Number of leave applications, NOSI, NOSA filed within the day of receipt A2. Janitorial services A2. Janitorial services Management A2. Janitorial services Maintains cleanliness in the office including filing cabinets, picture frames, glass doors/ boxes, celling, etc OHRA MFO 3: Number of new Archival documents gathered and displayed at Archives Center Pl 3: Number of new archival documents gathered and displayed at Archives Center A4. New display materials gathered and displayed of displayed of displayed of displayed at Archives Center A5. Messengerial services under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC Pl 4: Percentage of original appointments forwarded/ services appointments to faculty and staff concerned OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured Delivers copies of original appointments forwarded/ received by faculty and staff concerned OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured Delivers copies of original appointments forwarded/ received by faculty and staff concerned OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured Delivers copies of original appointments forwarded/ received by faculty and staff concerned OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured Delivers copies of original appointments and other issuances of memos/circulars and other issuances of the rissuances Delivers copies of records secured	MFOs & PAPs	Success Indicators	Tasks Assigned	Targets	Actual		Rating			Remarks
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concerned			/		concerned					
staff/offices					staff/offices					
	19									

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets	Actual	Rating				Remarks
				Accomplishment	Q ¹	E ²	T ³	A ⁴	
		Delivers mails to/from Post Office and delivers official mails received from Post Office to faculty and staff concerned	250 mails dispatched to Post Office and 1,000 mails received from Post Office and delivered to office/staff concerned	837 outgoing mails (604 mails dispatched to Post Office; 233 mails delivered to recipients)	5	5	4	4.67	
		Delivers monthly payslips to different offices/staff concerned	3, 000 payslips delivered	4,100 payslips delivered to concerned faculty/staff	5	5	5	5.00	
MFO 6: GENERAL ADMINIS	STRATION AND SUPPOR	T SERVICE							
VPAF MFO 2: Human Reso									
DAS MFO 2: Administrative									
HRA MFO 7. Efficient and o		1.	T					- aa T	
6: Efficient and customer	A7. Efficient and	Attends to the needs of clients	Zero complaint from	Zero complaint from	5	5	5	5.00	
iendly frontline services	friendly services		clients served	clients served		-		4.70	
otal Over-all Rating								4.79	
verage Rating (Total Over-all	Rating divided by 4)			Comments & Reco	mmen	dations	for D	evelopm	ent Purpose:
dditional Points:									
Punctuality				Recommends to at	tend th	e 5S s	emina	r and "S	afety & Health
Approved additional points (v	vith copy of approval)			the Workplace" in-h	nouse t	raining	JS.		-
INAL RATING			4.79						

Evaluated & Rated by:

ADJECTIVAL RATING

Recommending Approval;

Approved by:

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives

Date:

RYSAN C. GUINOCOR

Director for Administrative Services
Date: 1 17 2 3

Outstanding

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Date:

1 - Quality

2 - Efficiency

2 - Timeliness

4 - Average



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022 Name of Staff: <u>ALEX P. BAGARINAO</u>

Position: ADMNISTRATIVE AIDE II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. (A. Commitment (both for subordinates and supervisors)					Scale					
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1					
2.	Makes self-available to clients even beyond official time	5	(4)	3	2	1					
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1					
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1					
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1					
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1					
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1					
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1					
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1					
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1					
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1					
12.	Willing to be trained and developed	5	(4)	3	2	1					

	Total Score			52		
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale			
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score				4.33	3	

Overall recommendation	:	
overall recommendation		

MARIA ROBERTA S. MIRAFLOR Head, Records and Archives

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALEX P. BAGARINAO

Performance Rating: July-December 2022 Aim: To improve his janitorial and messengerial services. Proposed Interventions to Improve Performance: Date: Target Date: First Step: To send him to in-house training with utility workers. Result: Already attended the Virtual Seminar-Workshop on Records Disposition Administration (RDA) last April 25-29, 2022. Date: _____ Target Date: _____ Next Step: Final Step/Recommendation: Attendance to 5S training, Safety and Health and other maintenance skills training. Prepared by:

MARIA ROBERTA S. MIRAFLOR
Unit Head

Conforme:

ALEX P. BAGARINAO
Name of Ratee Faculty/Staff